

Golf Course Protocols: Appendix F

This protocol is to be completed by Golf Courses. The requirements below apply to all golf courses. In addition to the conditions imposed on golf courses by the Governor, the golf course must also be in compliance with the conditions laid out in this Golf Course Protocols. This protocol must be implemented and posted prior to a golf course operating.

Please note: This document may be updated as additional information and resources become available so be sure to check the Long Beach COVID-19 website at <http://www.longbeach.gov/covid19> regularly for any updates to this document.

This checklist covers:

- (1) Workplace policies and practices to protect employee health
- (2) Measures to ensure physical distancing
- (3) Measures to ensure infection control
- (4) Communication with employees and the public
- (5) Measures to ensure equitable access to critical services

All Golf Courses must implement all applicable measures listed below and be prepared to explain why any measure that is not implemented is not applicable.

Golf Course Name:

Facility Address:

A. GOLFER CHECK-IN, GOLF PLAY AND CLUBHOUSE SURROUNDS - RESTRICTIONS

- ☐ The clubhouse remains closed to the public.
- ☐ Instructional and informational signage is posted throughout the facility regarding infection control, physical distancing and the use of face coverings.
- ☐ Inform customers and members of all safety protocols ahead of time
- ☐ All employees, visitors, and golfers must use cloth face coverings at all times when in contact or near other people.
- ☐ No visitors or sales representatives are allowed within the clubhouse and pro-shop areas. This includes outside distributors and manufacturer representatives. Meetings are held via telephone or virtual platforms.
- ☐ Payment of green fees is done from an existing outdoor facing starter window or from a check-in table inside the facility. Six-foot physical distancing markings are installed to let customers know where to wait to pay.
- ☐ Reservations are required and golfers are encouraged to pre-pay using debit/credit cards at the

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time of reservation.

- ☐ Encourage payment by gift, debit, or credit card.
- ☐ Markings or delineators are set up to create a six-foot barrier around the golf starter area in order to minimize close contact between employees and the public.
- ☐ Hand sanitizer, soap and water, or effective disinfectant/wipes is made available to golfers at or near each entrance to the facility at any beverage carts and food stations/facilities and restrooms.
- ☐ Tee time intervals are no less than 10 minutes apart.
- ☐ Tee times are limited to no more than 4 players who need not be from the same household or living unit. Each group must be stable (i.e., persons may not substitute in or out of the group).
- ☐ Players are not allowed to arrive on any tee box until the previous group has left the teeing ground.
- ☐ Score cards and pencils are handed out when requested only, and not placed on the counter.
- ☐ Each item of equipment rented must be wiped down in its entirety with disinfectant effective against COVID-19 after each use.
- ☐ Employees are assigned to disinfect rental equipment between rentals.
- ☐ Public counters and service windows are frequently sanitized with disinfectant effective against COVID-19.
- ☐ Club racks are removed or cordoned off.
- ☐ Trash cans are touchless. Lids have been removed if present.
- ☐ Only single riders or members of the same household are allowed in golf carts.
- ☐ Golf carts are spaced 10 ft apart from one another.
- ☐ Encourage customers or members to show up to a pre-positioned sanitized cart, and proceed to the first tee without personal contact.
- ☐ Golfers are not allowed to touch, remove or adjust the flag stick during their round.
- ☐ Golf carts, riding and hand carts, are sanitized before and after each use.
- ☐ All golf course restrooms are serviced and disinfected frequently. Doors are propped open when possible to minimize touching of door handles or surfaces.
- ☐ Pro shop sales must adhere to the Retail Physical Distancing Protocol. Facility doors are propped open wherever possible.
- ☐ Since bunker rakes are not available, golfers are instructed, as per USGA COVID 19 Rules, to "try their best to smooth the disturbed area with a foot or a golf club after playing their ball."
- ☐ Private lessons are allowed using proper physical distancing techniques. Both the student and instructor will be required to wear face masks. No group lessons (2 or more golfers) are allowed.
- ☐ No group play or tournaments are allowed.
- ☐ Golfers are required to leave the property immediately upon completion of play. No congregating or tailgating in the parking lot is allowed.
- ☐ Employees have been reminded to adhere to personal prevention actions including:
 - ☐ Stay home when you are sick. Stay home for at least 3 days (72 hours) after recovery, which means your fever has resolved without the use of fever-reducing medications and there is

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improvement in your respiratory symptoms (e.g., cough, shortness of breath), AND at least 10 days have passed since your symptoms first appeared.

- ☐ Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use alcohol-based hand sanitizer that contains at least 60% alcohol. Wash your hands before meals, after using the restroom and after coughing and sneezing.
 - ☐ Cover your coughs and sneezes with a tissue, and then dispose of the tissue and clean your hands immediately. If you do not have a tissue, use your elbow (not your hands).
 - ☐ Do not touch your mouth, eyes, nose with unwashed hands.
 - ☐ Avoid contact with people who are sick.
 - ☐ Avoid sharing items such as phones or other devices. If devices must be shared be sure to wipe them down with a disinfectant wipe before and after sharing.
 - ☐ Constantly observe your work distances in relation to other staff. Always maintain the recommended minimum 6 feet separation from others unless specific work assignments require less distancing and wear a face cloth covering when working near or with others.
 - ☐ Disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, machines, shared devices, and doorknobs. This should be done hourly during business hours.
 - ☐ Encourage staff to replace handshakes with other touch-less forms of greeting to customers and members
- ☐ Eliminating time clocks or assigning management/one individual the responsibility of punching employees in/out.
 - ☐ Copies of this Protocol have been distributed to all employees.

B. FOOD AND BEVERAGE

- ☐ On-site restaurants must operate in accordance with Dine-In Restaurant Protocols. Concession stands must operate in accordance with Mobile Food Vendor Protocols.
- ☐ Six-foot markers for guests to maintain physical distances are installed. Hand sanitizer is available at all sites serving food and/or beverages.
- ☐ Benches and tables are removed to discourage congregation.
- ☐ Beverage carts may be operated. Staff manning the cars wear a face covering and protective gloves to conduct transactions. Social Distancing Safety Protocols are observed.

C. GOLF COURSE SET-UP

- ☐ Rakes, ball washers, benches, divot boxes and sand bottles have been removed in order to eliminate common touch points.
- ☐ Golf course putting green cups are installed in a 'touchless' manner. Foam or another material may be inserted. At no time is the entire ball resting below the putting surface.
- ☐ Drinking fountains and water coolers have been removed or covered.

D. PRACTICE FACILITY

- ☐ Practice putting and chipping green remain closed.
- ☐ No congregating is allowed on the driving range. All golfers must 'practice' and then leave the

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facility. If necessary, a 1-hour maximum time limit for use of the driving range has been implemented.

- ☐ No golfer is allowed to stand behind a hitting station while waiting for another golfer to finish.
- ☐ Driving range mat centerlines are no less than 12 feet apart. Driving ranges with fixed partitions use only every other stall.
- ☐ Range baskets are regularly sanitized.
- ☐ Range balls are washed after each use.
- ☐ Ball dispensing machines are frequently sanitized.

E. MAINTENANCE EMPLOYEE PROTOCOLS

- ☐ Staggered start times for staff and split shifts are put in place to limit the number of staff on site, at team meetings, at lunch breaks, and during departure times. No one is allowed to congregate in groups.
- ☐ Staff meetings are held in open air spaces such as parking lots or large storage bays in order to maintain physical distancing.
- ☐ No visitors or sales representatives are allowed on or within the golf course maintenance facility. This includes outside distributors and manufacturer representatives. Meetings are held via telephone, zoom or other virtual platforms.
- ☐ The use of time clocks has been discontinued, if possible.
- ☐ Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or as needed if gloves are provided. Locker room facilities are cleared of all belongings. Additional uniforms, gear and all belongings can be kept in personal vehicles on-site. No personal belongings are allowed to be stored on-site.
- ☐ The use of the breakroom facility common use items (e.g. coffee pots, vending machines, refrigerators and microwaves) has been suspended. Personal coolers are suggested for meals/personal beverages and should be stored in personal vehicles.
- ☐ A secondary break and lunch area has been set up if possible to allow for greater physical distancing.
- ☐ No employees other than the golf course mechanic are permitted in mechanics area. Mechanics are instructed to take all necessary precautions to ensure all tools and key touch points are cleaned and wiped down regularly (i.g. grinders, workbenches and commonly used tools). All mechanics are encouraged to always use good hand hygiene and wear protective latex gloves during work hours.
- ☐ Management will set guidelines for cleaning facilities at least three times daily; (In the morning after staff arrivals and teams depart to golf course, after the lunch hour and at the end of the shift once everyone has departed for the day and focus on all key touch points (doorknobs, restrooms, tables, chairs, sinks, computers/keyboards etc.). High touch areas may require more frequent cleaning.

F. ON COURSE WORK ENVIRONMENT

- ☐ A minimum of 6 feet physical distancing is maintained at all times.
- ☐ Disposable protective gloves are worn and changed out when necessary by staff. Employees are required and permitted adequate time to wash or sanitize their hands every 30 minutes or

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as needed if gloves are provided.

- ☐ Equipment such as carts and radios are assigned to staff. Protocols for cleaning all touch points on all equipment are put in place. Staff will be responsible for disinfecting equipment prior to usage and periodically during operation. Disinfectant at key tool stations are available for staff to wipe down tools prior to and after use. (e.g. shovel, rakes, fuel cans, cup cutters etc.).
- ☐ Crews will be broken up into pods of a front nine crew and back nine crew and remain in these pods as much as possible in order to reduce interaction of the entire crew.
- ☐ Training on various pieces of equipment is done while maintaining physical distancing. When possible, equipment training will be executed by mirroring, with the trainer and trainee each working with their own identical piece of equipment to eliminate the need for sharing equipment in close proximity.

G. END OF SHIFT PROCEDURES

- ☐ Staff are responsible for disinfecting equipment after operation. Disinfectant at key tool stations will be available for staff to wipe down tools prior to and after use. (i.e. shovel, rakes, fuel cans, cup cutters etc.).
- ☐ All staff members are required to leave the property immediately after their shift.
- ☐ Each team member is reminded of the importance of physical distancing away from the job as well as on the job.

H. MONITORING PROTOCOLS

- ☐ The golf course operator has a 'Safety Ambassador' on-site during all business hours. The sole purpose of said staff member is to ensure that golf course staff and patrons are practice all required Social Distancing Safety Protocols. The Safety Ambassador wears a name tag and the golf cart used shall be clearly marked with 'Safety Ambassador'. The safety monitor always has this document with them to reference the required safety protocols.
- ☐ Friendly, yet firm communication with any patron violating the required safety protocols is a must. Patrons are reminded that any violation of Social Distancing Safety Protocols will jeopardize the continued operation of local golf courses.
- ☐ Any patron, who refuses to adhere to the safety protocols after one warning is asked to leave the property immediately.

**Any additional measures not included above should be listed on separate pages,
which the business should attach to this document.**

**You may contact the following person with any
questions or comments about this protocol:**

**Golf Course
Contact Name:**

Phone number:

**Date Last
Revised:**

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